

IOWA DEPARTMENT OF EDUCATION

Statewide Voluntary Preschool Program for Four-Year-Old Children

APPLICATION PACKET 2009-2010

Availability of Funds:

Grant Application awards are contingent on the 2010 legislative appropriation. Additional application requirements may be added if legislatively mandated. Applicants who file a Letter of Intent will be notified of any changes to the application.

LETTER OF INTENT DEADLINE: March 9, 2009

APPLICATION DEADLINE: March 30, 2009

Contact: Lorri Cooper, Consultant
Iowa Department of Education
Grimes State Office Building
400 East 14th Street
Des Moines, IA 50319-0146
Lorri.Cooper@iowa.gov

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Department of Education
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If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, 400 E 14th St, Des Moines IA 50319-0146, telephone number 515/281-5295, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 N. Canal Street, Suite 1053, Chicago, IL 60606-7204.

STATEWIDE VOLUNTARY PRESCHOOL PROGRAM FOR
FOUR-YEAR-OLD CHILDREN

TABLE OF CONTENTS

SECTION I – OVERVIEW OF STATEWIDE VOLUNTARY PRESCHOOL PROGRAM FOR FOUR-YEAR-OLD CHILDREN

SECTION II – GENERAL APPLICATION INFORMATION

SECTION III – INSTRUCTIONS FOR WRITING THE APPLICATION

SECTION IV - SCORING

SECTION V – APPLICATION FORM

SECTION I

Overview of Statewide Voluntary Preschool Program for Four-Year-Old Children

SECTION I

OVERVIEW OF STATEWIDE VOLUNTARY PRESCHOOL PROGRAM FOR FOUR-YEAR-OLD CHILDREN

Purpose

The Iowa Department of Education “Department” is issuing a competitive application to fund the Statewide Voluntary Preschool Program for Four-Year-Old Children through collaborative partnerships among school districts, local communities and families. The purpose is to solicit applications that will enable the Department to select school districts to participate in providing a Statewide Voluntary Preschool Program for Four-Year-Old Children created in accordance with 281 Iowa Administrative Code (IAC) chapter 16. Applications are competitive; consequently, applicants must comply with all instructions and requirements as stipulated in this document. As a result of the legislation and appropriation, the Department is prepared to implement the Statewide Voluntary Preschool Program for Four-Year-Old Children in collaboration with school districts and community partners.

The purpose of the Statewide Voluntary Preschool Program for Four-Year-Old Children is to provide an opportunity for young children in the state of Iowa to enter school ready to learn by expanding statewide voluntary access to quality preschool curricula for four-year-old children. The allocation of funds for the Statewide Voluntary Preschool Program for Four-Year-Old Children is intended to improve access to quality early childhood education and provide a predictable, equitable and sustainable funding method to increase the number of children participating in quality programs. The preschool programs are expected to serve four-year-old children with a range of abilities and disabilities representing the social, linguistic and economic diversity of families within the community.

Key Terms and Concepts

It is required that applicants meet program and collaboration requirements as outlined in 281—16.3 to 16.4 IAC. The following terms associated with the Statewide Voluntary Preschool Program for Four-Year-Old Children provide clarification in completing the application.

“Applicant” means a school district applying to become an approved local program. Only public school districts in Iowa may apply for state funds under this chapter.

“Approved local program” means a school district's voluntary preschool program for eligible children approved by the Department of Education to provide high quality preschool instruction.

“Eligible children” means a child who is a resident of Iowa and is four (4) years of age on or before September 15 of the school year. If space and funding are available, a school district approved to participate in the preschool program may enroll a younger or older child in the preschool program; however, the child shall not be counted for state funding purposes.

“Program standards” means the expectations for the characteristics or quality of early childhood centers and schools approved by the Department. Approved program standards include National Association for the Education of Young Children Program Standards and Accreditation Criteria, Head Start Program Performance Standards, or the Iowa Quality Preschool Program Standards.

“Staff” means those individuals implementing preschool program activities under the direct supervision of a teacher. Staff includes paraeducators, teacher aides and teacher associates. All staff members shall meet the program standards as defined above.

“Teacher” means an individual who holds a valid practitioner's license issued by the Board of Educational Examiners under chapter 272 and holds an endorsement from the Board of Educational Examiners that includes prekindergarten or kindergarten. There is no requirement that the teacher be an employee of the applicant school district; the teacher may be employed by a private provider or other public agency with whom the applicant school district has entered into an agreement or contract.

SECTION II

General Application Information

SECTION II GENERAL APPLICATION INFORMATION

Grant Application Awards will be based on the 2010 legislative appropriation.

Application Process	Critical Dates
Year 3 (2009-2010) Revised Application Packet and Technical Assistance Guidance Manual available on Department website: http://www.iowa.gov/educate/content/view/940/1016/index.php?option=com_content&task=view&id=940&Itemid=1279 Note: Additional application requirements may be added if legislatively mandated. Applicants who file a Letter of Intent will be notified of any changes to the application. Once the application is posted, all questions must be submitted in writing and emailed no later than March 23, 2009, to Lorri.Cooper@iowa.gov .	February 6, 2009
Statewide ICN to review application process (2 nd session a repeat of the 1 st). Reserved ICN sites posted on Department website: http://www.iowa.gov/educate/content/view/940/1016/index.php?option=com_content&task=view&id=940&Itemid=1279	February 9, 2009, 3:00 to 4:30 p.m. February 13, 2009, 9:00 to 10:30 a.m.
Teleconferences to review rules and requirements for districts that receive funding (2 nd conference call a repeat of the 1 st). Teleconference call-in information posted on Department website.	February 17, 2009, 1:00 to 3:30 p.m. February 20, 2009 9:00 to 11:30 a.m.
Letter of Intent to apply for funding due, but not required; see form available in the application.	March 9, 2009
Courtesy formatting review will be conducted for applications that are postmarked by March 19, 2009.	March 19, 2009
Applications must be postmarked by March 30, 2009, or delivered in person by 4:30 p.m. on March 30, 2009 to: MaLinda Hugh-Reynolds, Secretary Iowa Department of Education Bureau of Early Childhood Services Grimes State Office Building, 3 rd Floor 400 East 14 th Street Des Moines, IA 50319-0146	March 30, 2009, by 4:30 p.m.
Committee reads district applications.	April 22-23, 2009
Department determination and notification of applicant awards.	May 14, 2009 - Tentative
Preschool Program Orientation Meeting for those applicants awarded grant funding for 2009-2010 Statewide Voluntary Preschool Program for Four-Year-Old Children (required attendance; 4-6 team members).	June 9, 2009 – Tentative
Contracts issued	October 2009

The Letter of Intent form must be received by March 9, 2009. The letter must be received via email, fax, U.S. mail (email or fax preferred).

Submit the Letter of Intent Form to:

MaLinda.Hugh-Reynolds@iowa.gov

MaLinda Hugh-Reynolds, Secretary

Iowa Department of Education

Early Childhood Services Bureau

Grimes State Office Building, 3rd Floor

400 East 14th Street

Des Moines, IA 50319-0146

FAX – 515-242-6019

The application for the Statewide Voluntary Preschool Program for Four-Year-Old Children can be delivered in person at the Grimes State Office Building, 400 E. 14th Street, Des Moines, 3rd Floor lobby by 4:30 p.m. on March 30, 2009, or mailed and postmarked on or before March 30, 2009. This requirement is a mandatory requirement and **will not** be subject to waiver as a minor deficiency. This is a competitive application. Please adhere to all requirements. Electronic mail and faxed copies of the application **will not** be accepted. Any information submitted separately from the application will not be considered in the review process.

Submit one (1) original and three (3) copies of the application to:

MaLinda Hugh-Reynolds, Secretary

Iowa Department of Education

Early Childhood Services Bureau

Grimes State Office Building, 3rd Floor

400 East 14th Street

Des Moines, IA 50319-0146

GENERAL PROVISIONS OF THE STATEWIDE VOLUNTARY PRESCHOOL PROGRAM FOR FOUR-YEAR-OLD CHILDREN

Eligible Applicants

A public school district that meets the accreditation requirements under Chapter 12 is eligible to submit an application. Applicants are not required to implement a preschool program that serves their entire school district boundaries; however, school districts must provide justification for the area selected.

Selection Criteria for Available Funding

The Department anticipates awarding funds to multiple school districts; however, the actual number will be determined based on the application selection and available funding. **Funding for the Statewide Voluntary Preschool Program for Four-Year-Old Children is limited; therefore, the application process is highly competitive and it is likely that not all applicants will receive funding.** All required components of the application must be completed following the stated instructions and submitted in a timely manner in order to be considered for funding. Each school district selected shall be provided funds based on the number of eligible four-year-old children served in the approved local program. The Department intends to distribute funds in both rural and urban areas.

If the number of requests from school districts for initial participation in the preschool program exceeds the funding made available for the preschool program, the Department will utilize the following selection criteria to award the school districts grant funding to participate in the preschool program Iowa Code section 16.9.

- a. Priority shall be given to school districts that have a high percentage of children in poverty and such children shall receive first priority for the programs. Poverty shall be measured by the percentage of the elementary students in the applicant school district that qualify for free or reduced school meal programs.
- b. Priority shall be given to school districts that do not have existing preschool programming within the school district boundaries.
- c. Consideration shall be given to school districts with established, high quality community partnerships for the delivery of preschool programming that are seeking to expand access.
- d. Consideration shall be given to the size of school districts in large, medium and small categories in order for there to be equitable statewide distribution of preschool program services.
- e. Only those applicants that certify as to all of the following assurances shall be considered for funding:
 1. That the applicant has or will have an appropriately licensed teacher available for the program by October 1 of the school year for which funding is sought.
 2. That the applicant has or will have sufficient numbers of staff available for the program by October 1 of the school year for which funding is sought.
 3. That the applicant's program is or will be operational by October 1 of the school year for which funding is sought.
 4. That during the instructional time, instruction shall be delivered in accordance with the applicant's curriculum and with the child standards. The child standards are located in "Guiding Practices" at the following web link:
http://www.iowa.gov/educate/content/view/940/1016/index.php?option=com_content&task=view&id=940&Itemid=1279

APPLICATION PROCESS, TERMS AND CONDITIONS

Application process

- a. An applicant shall make formal response using the Application Form in Section V. Applications not containing the specified information, not following the application format or not received by the specified due date may not be considered.
- b. The Department shall have the final discretion to award funds.
- c. The Department shall notify successful applicants and shall provide to each a contract for signature. This contract shall be signed by an official with authority to bind the applicant and shall be returned to the Department prior to the award of any funds under this program.

Application Components

The application consists of the following required components:

- A. Cover Page
- B. Table of Contents
- C. Assurances
- D. Community Partners and Collaborative Relationships
 1. Collaboration: Community Partners and Commitment Form
 2. Collaboration: Community Partners and Relationships Narrative
- E. Community Assets and Needs for Providing Quality Preschool Programming
 1. Analysis of Preschool Data Forms
 2. Community Assets and Needs for Providing Quality Preschool Programming
 3. Narrative
- F. Site and Classroom Information
 1. Site Information Form(s)
 2. Classroom Information Form(s)
- G. Preschool Budget Form
- H. Appendix
 1. Letters of Support
 2. Letters of Dissent
 3. Documentation of Stakeholder Involvement
 4. Other Descriptive Documents

Inquiries

Inquiries from applicants shall be directed to Lorri Cooper at Lorri.Cooper@iowa.gov. All questions related to the interpretation of the application and the selection process must be submitted in writing exclusively to Lorri Cooper by March 23, 2009. Written responses to questions received will be available on the Iowa Department of Education website in the document titled “Frequently Asked Questions” (FAQ) regarding the Statewide Voluntary Preschool Program for Four-Year-Old Children. Oral questions will not be accepted, including phone inquiries. Unauthorized contact regarding this application with other Department employees other than Lorri Cooper may result in disqualification. In no case shall verbal communications override written communications. Only written communication is binding with the Department. Any verbal information provided by the applicant shall not be considered part of its application.

Amendments to the Application

Grant application awards will be based on the 2010 legislative appropriation. Therefore, the Department reserves the right to amend the application at any time. In the event it becomes necessary to amend, add to or delete any part of this application, a written amendment will be provided and posted on the Department website.

Withdrawal of Applications

Applications may be withdrawn, modified and resubmitted at any time prior to the stated due date and time for the receipt of applications. An applicant desiring to withdraw its application after the submission time shall notify Lorri Cooper, at the Department, in writing.

Acceptance of Terms and Conditions

A school district's submission of an application constitutes acceptance of the terms, conditions, criteria and requirements set forth in the application and operates as a waiver of any and all objections to the contents of the application. By submitting an application, an applicant agrees that it will not bring any claim or have any cause of action against the Department or the state of Iowa based on the terms or conditions of the application or the procurement process.

The Department reserves the right to accept or reject any exception taken by an applicant to the terms and conditions of this application. Should the successful applicant take exception to the terms and conditions required by the Department, the successful applicant's exceptions may be rejected and the Department may elect to terminate negotiations with that applicant. However, the Department may elect to negotiate with the successful applicant regarding terms which do not materially alter the substantive requirements of the application or the contents of the applicant's application.

Costs of Application Preparation

All costs of preparing the application are the sole responsibility of the applicant. The Department is not responsible for any costs incurred by the applicant which are related to the preparation or delivery of the application or any other activities undertaken by the applicant related in any way to the application.

Rejection of Applications

- A. The Department reserves the right to reject, in whole or in part, any or all applications.
- B. Any application will be rejected and not evaluated for the following reason:
 - 1. The applicant fails to deliver or postmark the application on or before March 30, 2009.
 - 2. The applicant fails to include required information or fails to include sufficient information to determine whether an application requirement has been satisfied.
 - 3. The applicant fails to follow the application format instructions.
 - 4. The applicant alters the Application Form found in Section V.
 - 5. The applicant provides misleading or inaccurate answers.
 - 6. The applicant states that a mandatory requirement cannot be satisfied.
 - 7. The applicant's response materially changes a mandatory requirement.
 - 8. The applicant fails to respond to the Department's request for information or documents.
 - 9. The applicant fails to include any original signature, certification, authorization or stipulation requested by this application.
 - 10. The applicant initiates unauthorized contact regarding the application with a Department employee.

Information from Other Sources

The Department reserves the right to obtain and consider information from other sources concerning an applicant, including the applicant's comprehensive school improvement plan, personnel and the applicant's capability and performance under other state requirements. The Department may use any of this information in evaluating an applicant's application.

Verification of Application Contents

The contents of an application submitted by an applicant are subject to verification. Misleading or inaccurate responses shall result in rejection of the application pursuant to Rejection of Applications section.

Application Clarification Process

The Department may request clarification from applicants for the purpose of resolving ambiguities or questioning information presented in the applications. Clarifications may occur throughout the application evaluation process. Clarification responses shall be in writing and shall address only the information requested. Responses shall be submitted to the Department within the time stipulated at the time of the request.

Disposition of Applications

All applications become the property of the Department and shall not be returned to the applicant. In the event an application is rejected, applicants may contact the Department to request scoring information.

If the Department awards funds to an applicant, the contents of all applications will be in the public domain at the conclusion of the selection process and will be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other provisions of the law.

Public Records

All information submitted by an applicant will be treated as public information following the conclusion of the selection process unless the applicant properly requests that information be treated as confidential at the time the application is submitted.

In the event the Department receives a public request for application information marked confidential, written notice shall be given to the applicant seventy-two (72) hours prior to the release of the information to allow the applicant to seek injunctive relief pursuant to Iowa Code Section 22.8. The information marked confidential shall be treated as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other provisions of the law by a court of competent jurisdiction.

The applicant's failure to request confidential treatment of material pursuant to this section and the relevant law will be deemed by the Department as a waiver of any right to confidentiality which the applicant may have had.

By submitting an application, the applicant agrees that the Department may copy the application for the purpose of facilitating the evaluation of the application or to respond to requests for public records. By

submitting the application, the applicant warrants and represents that such copying will not violate the rights of any third party.

Appeal of Application Denial or Terminations

Any applicant of the Statewide Voluntary Preschool Program may appeal the denial of a properly submitted competitive program grant application or the unilateral termination of a competitive program grant to the director of the department of education. Appeals must be in writing, in the form of an affidavit, and received within ten working days of the date of notice of the decision and must be based on a contention that the process was conducted outside of statutory authority; violated state or federal law, policy or rule; did not provide adequate public notice; was altered without adequate public notice; or involved conflict of interest by staff or committee members. Refer to 281 IAC r. 7.5, the legal authority for this process.

Construction of Application

This application shall be constructed in light of pertinent legal requirements and the laws of the state of Iowa. Changes in applicable statutes and rules may affect the award process or the funding. Applicants are responsible for ascertaining the relevant legal requirements.

APPLICATION REVIEW AND AWARD PROCESS

Review Process

1. All eligible applications will be reviewed and scored by trained reviewers using a point system specified in the application requirements.
2. The Department shall have the final discretion to award funds. The funds for the Statewide Voluntary Preschool Program for Four-Year-Old Children will be distributed as described in the selection criteria section of this application.
3. The Department shall notify all applicants within 45 days following the application due date. Contracts shall be provided to each successful applicant. This contract shall be signed by an official with authority to bind the applicant and shall be returned to the Department prior to the award of any funds under this program.

Award Process

Notification of Applicants. All applicants will be notified of their award status in an email to the superintendent, with an attached letter.

Terms of the Contract:

Award contracts.

Funds for applications approved by the Department shall be awarded through a contract entered into by the Department and the school district.

Contract termination.

Termination for convenience. The contract may be terminated in whole or in part when both parties agree that the continuation of the project would not produce beneficial results commensurate with the future expenditure of funds. The parties shall agree upon the termination conditions, including the effective date, and in the case of partial terminations, the portion to be terminated. The applicant shall

not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible.

Termination for cause. The contract may be terminated in whole or in part at any time before the date of completion, whenever it is determined by the Department that the applicant has failed to comply substantially with the conditions of the contract. The applicant will be notified in writing by the Department of the reasons for the termination and the effective date. The applicant will not incur new obligations for the terminated portion after the effective date of termination and shall cancel as many outstanding obligations as possible.

The Department will administer the funds for the Statewide Voluntary Preschool Program for Four-Year-Old Children contingent upon their availability. If there is a lack of funds necessary to fulfill the fiscal responsibility of the Statewide Voluntary Preschool Program for Four-Year-Old Children the contracts will be terminated or renegotiated. The Department may terminate or renegotiate a contract upon a 30-day notice when there is a reduction of funds by executive order.

Responsibility of applicant at termination. Within 45 days of the termination, the applicant shall supply the Department with a financial statement detailing all costs up to the effective date of the termination. If the applicant expends money for other than specified budget items approved by the Department the applicant shall return moneys for unapproved expenditures.

**Letter of Intent Form to Apply for the
Statewide Voluntary Preschool Program for Four-Year-Old Children**

The Letter of Intent Form must be submitted via email, fax , or U.S. mail, (email or fax preferred) by March 9, 2009. If sent via U.S. mail, the letter must be postmarked on or before March 9, 2009.

Submit the Letter of Intent Form to:

MaLinda.Hugh-Reynolds@iowa.gov

MaLinda Hugh-Reynolds, Secretary

Early Childhood Services Bureau

Grimes State Office Building, 3rd Floor

Iowa Department of Education

400 East 14th Street

Des Moines, IA 50319-0146

FAX – 515-242-6019

Date:

Name of District (Applicant):

Name of Superintendent:

Address:

City/Zip:

Contact Person for this Application:

Contact Person's Phone Number:

Contact Person's Email:

Please check each line:

_____ My district intends to submit an application for the Statewide Voluntary Preschool Program for Four-Year-Old Children.

_____ My district has reviewed the application instructions and format submission requirements (see Section III, Instructions, page 19).

_____ The district understands that this "Letter of Intent" to apply is not binding. At any time prior to the application due date, the district may choose not to apply.

Availability of Funds:

Grant Application awards will be based on the 2010 legislative appropriation. Additional application requirements may be added if legislatively mandated.

SECTION III

Instructions For Writing the Application

SECTION III – INSTRUCTIONS FOR WRITING THE APPLICATION

Applications shall address the requirements found in 281—Iowa Administrative Code chapter 16.

The applicant is encouraged to review additional information found in 281—Iowa Administrative Code chapter 16 and in Iowa Code Chapter 256C:

Chapter 16

http://www.iowa.gov/educate/component/option,com_docman/task,doc_download/gid,363/index.php?option=com_docman&task=doc_download&gid=3755

Instructions for writing the application have been outlined using the following components in each section: 1) a general description based on the requirements of the Iowa Code and Administrative Rules; 2) the instructions to complete forms; and 3) the criteria for scoring.

The application must follow the format requirements found on the next page in addition to the following required components:

- A. Cover Page
- B. Table of Contents
- C. Assurances
- D. Community Partners and Collaborative Relationships
 - 1. Collaboration: Community Partners and Commitment Form
 - 2. Collaboration: Community Partners and Relationships Narrative
- E. Community Assets and Needs for Providing Quality Preschool Programming
 - 1. Analysis of Preschool Data Forms
 - 2. Community Assets and Needs for Providing Quality Preschool Programming
 - 3. Narrative
- F. Site and Classroom Information
 - 1. Site Information Form(s)
 - 2. Classroom Information Form(s)
- G. Preschool Budget Form
- H. Appendix
 - 1. Letters of Support
 - 2. Letters of Dissent
 - 3. Documentation of Stakeholder Involvement
 - 4. Other Descriptive Documents

This application is competitive and funding is limited. It is likely that not all applicants will receive funds; therefore, it is imperative that all application requirements are followed and that application forms are not altered.

Format Requirements:

The application submitted to the Department must adhere to the following requirements:

- Narrative is limited to page numbers specified in each section;
 - Collaboration: Community Partners and Relationships Narrative is limited to six (6) pages
 - Community Assets and Needs Providing Quality Preschool Programming Narrative is limited to six (6) pages
- *If the number of narrative pages exceeds the maximum limit, the additional pages will not be read or scored.*
- **Narrative responses must be double-spaced, single-sided, with one-inch margins on the top, bottom and sides.**
- **Tables included in the narrative responses must be double-spaced.**
- Provide page number and school district number at the bottom of each page (footer).
- Font size must be a minimum of 12 point.
- Four (4) copies of the application and Appendix (one original and three copies) must be submitted together by the due date. The application can be delivered in person to MaLinda Hugh-Reynolds, secretary, at the Grimes State Office Building, 400 East 14th Street, Des Moines, 3rd Floor lobby, by 4:30 p.m. on March 30, 2009 or be mailed and postmarked on or before March 30, 2009.
- The original application must be signed by the school superintendent and board president/designee, preferably in blue ink. No signature stamps are allowed. The three copies of the application may be reproduced, including signatures.
- Documents are not to be submitted in a three-ring binder or encased in page protectors.
- Applicants using US postal service are advised to mail the application with a tracking receipt. If applicant has not received such notice from the Department within three days of mailing, the applicant is encouraged to contact MaLinda Hugh-Reynolds, secretary at the Department.
- All forms included in the application must be completed and submitted with the application. **No redesign of these forms is permitted.**

Note: A courtesy formatting review will be conducted for applications postmarked on or before March 19, 2009. If formatting errors are found the district will be notified and allowed to resubmit the entire (one original and three copies) application by the due date specified. Partial applications, individual pages or sections of the application will not be accepted.

A Technical Assistance Guidance Manual for Application of the Statewide Voluntary Preschool Program for Four-Year-Old Children was developed to facilitate consideration in planning a collaborative preschool program. The Technical Assistance Guidance Manual is posted on the Department website. ALL APPLICANTS ARE HIGHLY ENCOURAGED TO REVIEW THIS GUIDANCE.

A. Cover Page and Number of Copies (Required, Not Scored Except for 1st-6th Grade Free/Reduced Lunch Percent)

Applicants will provide brief logistics to the Department. All items must be completed on the application Cover Page.

Instructions:

- Include all information requested on the Cover Page. The cover page should be the first visible sheet of paper in the application and is to be one page, one-side in length. No other cover or page should precede it.
- Submit one (1) original application signed by the school superintendent and board president/designee. Include three (3) copies of the application, which may be reproduced, including signatures. No signature stamps are allowed.

Note: Board approval is required prior to signature of board president/designee.

B. Table of Contents (Required, Not Scored)

Applicants will submit the application and required documents outlined in the Table of Contents. Insert page numbers of corresponding documents to the Table of Contents. Additional descriptive documents may be included (for example map of school district, etc.). Include other descriptive documents in the Appendix and note on the Table of Contents – Appendix Section.

Contents	Page Numbers
A. Cover Page (Required, Not Scored Except for 1 st -6 th Grade Free/Reduced Lunch Percent)	
B. Table of Contents (Required, Not Scored)	
C. Assurances (Required, Not Scored)	
D. Community Partners and Collaborative Relationships (Scored – Total 56 Points)	
1. Collaboration: Community Partners and Commitment Form	
2. Collaboration: Community Partners and Relationships Narrative	
E. Community Assets and Needs for Providing Quality Preschool Programming (Scored – Total 128 Points)	
1. Analysis of Preschool Data Forms	
2. Community Assets and Needs for Providing Quality Preschool Programming Narrative	
F. Site and Classroom Information (Required, Not Scored)	
1. Site Information Form(s)	
2. Classroom Information Form(s)	
G. Preschool Budget Form (Required, Not Scored)	
H. Appendix (Required and used in scoring E)	
1. Letters of Support	
2. Letters of Dissent	
3. Documentation of Stakeholder Involvement	
4. Other Descriptive Documents	

C. ASSURANCES (Required, Not Scored)

The purpose of this section is to assist the applicant in understanding the requirements of Iowa Code Chapter 16. The applicant will review and agree to fulfill the agreements and conditions indicated in the assurances.

D. Community Partners and Collaborative Relationships (Scored – Total 56 Points)

The purpose of collaboration, and the intent of the preschool program legislation, is to establish a community of combined efforts and resources to meet the preschool needs of four-year-old children. Each applicant must ascertain which of the required partners listed in Chapter 16 are available in the community in order to determine appropriate methods for including these partners in the development of the application.

*The Community Partners and Collaborative Relationships section of the application involves the completion of the Collaboration: Community Partners and Commitment Form and a narrative. The Community Partners and Commitment Form is used to verify the process and involvement of partners in developing the application. In the narrative, the applicant describes the collaborative process partners used in developing a plan to offer preschool programming. **The Community Partners and Collaborative Relationships narrative is limited to six pages.***

The Letters of Support from community partners and documentation of the involvement of multiple community stakeholders, such as meeting minutes and collaboration agreements, are to be included in Appendix of the Application.

Instructions: Collaboration: Partners and Commitment Form

- Identify the communication method used to engage each of the Categories of Applicable Community Partners listed in the left column. Methods used to engage partners may include phone calls, personal contact or correspondence, public hearings or newspaper articles.
- Provide specific names (e.g., name of agency, center or home provider) of required existing partners that are listed in the Categories of Applicable Community Partners column. The required partners are listed in the Technical Assistance Guidance Manual, page 8 of 44, and are indicated on the form by an asterisk. Please add rows to accommodate the names of existing partners in each category.
- Check the boxes (☐) provided to indicate which partners plan to collaborate with the district to provide Statewide Voluntary Preschool for Four-Year-Old Children at their sites.
- Indicate, using a check mark in the appropriate column, whether the specific partners wrote Letters of Support or Letters of Dissent for the Statewide Voluntary Preschool Program for Four-Year-Old Children. Indicate the date on the letters as well. Letters are to be included in the Appendix.
- Do not delete or change any of the Categories of Applicable Community Partners in the left column of this form. Additional lines indicating other partners may be added in the section titled, "other."

Instructions: Documentation of Stakeholder Involvement

Applicants will provide evidence indicating that multiple opportunities for community partner participation were offered. Copies of documents are placed in the Appendix of the original and copied applications.

Instructions: Community Partner and Collaborative Relationships Narrative

Applicants will provide evidence of collaborative involvement in the development of the application. Describe the process of building community relationships, including families and diverse populations, and the plan for ongoing maintenance for these relationships. Clearly label each section of the narrative to indicate the topic being described.

Criteria for Scoring:

1. What evidence is provided documenting methods of communication with the applicable community partners?
2. What evidence is provided indicating the applicant has created partnerships among early care, health and education providers and community partners to support the implementation of general education preschool programming for four-year-olds including implementing supports to meet the diverse needs of children and their families?
3. What evidence is provided that the applicant has developed ongoing relationships with community partners to provide quality preschool programming?
4. What evidence is provided that the applicant has linked with existing interagency, community-wide strategies to maintain a comprehensive, integrated early care, health and education system?
5. What evidence is provided that the applicant has utilized various outreach efforts or strategies to engage diverse populations reflective of the community and families of young children?
6. What evidence is provided that the applicant has involved families in the development of the application?
7. What evidence is provided that the applicant has made provisions for ongoing involvement of families in general education preschool programming?

For additional information see the Technical Assistance Guidance Manual for the Application for Statewide Voluntary Preschool Program for Four-Year-Old Children – Community Partners and Collaborative Relationships. The Technical Assistance Guidance Manual is posted on the Department website. ALL APPLICANTS ARE HIGHLY ENCOURAGED TO REVIEW THIS GUIDANCE.

**E. Community Assets and Needs for Providing Quality Preschool Programming
(Scored - 128 points)**

The purpose of the Community Assets and Needs section is to assist the school district in describing the collaborative four-year-old preschool model(s) designed to meet the needs of the community. The collection and analysis of this information will assist the school district and community partners in identifying the existing capacity for providing quality preschool programming and the need to implement additional model(s) addressing the unmet needs.

The Community Assets and Needs for Providing Quality Preschool Programming section involves the completion of the Analysis of Preschool Data Form. This form will be used to verify the need for quality preschool programming and to identify potential partners to address any unmet needs.

*Additionally, the applicant will write a narrative to describe the community assets and needs, an analysis of specific data, community characteristics and the plan to address the unmet needs for preschool programming. **The Community Assets and Needs for Providing Quality Preschool Programming Narrative is limited to six pages.***

Instructions: Analysis of Preschool Data Forms

Applicants will complete all information, as applicable, on the *Analysis of Preschool Data Form 1 and 2*. This information will assist the school district and community partners in determining a reasonable estimate of the number of eligible children and identifying the existing capacity for quality preschool programming. By examining data sources such as those found in these forms, in addition to kindergarten

enrollment data, the applicant will have gathered and analyzed data to identify unmet needs. In collaboration with community partners, the applicant will complete these forms for those preschoolers who are currently attending the program and who will be four-years-old on or before September 15, 2009, of the upcoming school year. **Applicants must submit both Form 1 and Form 2 of the Analysis of Preschool Data Form with the Application.**

The *Analysis of Preschool Data Forms* should reflect the preschool programming options within the school district. This information will assist the school district and community partners in identifying the capacity for quality preschool programming. To complete the *Analysis of Preschool Data Forms*, applicants need to gather information from the following types of programs:

- Programs that provide preschool for general education preschoolers in the district and in the community include Licensed Childcare Centers, Tuition-Based Preschool/Childcare, Registered Child Development Homes, and Accredited Non-Public or Faith-Based Preschools.
- Programs that provide opportunities for extending the day of at-risk children include Head Start, Even Start, Title I, and Shared Visions Programs.

To complete the *Analysis of Preschool Data Forms*, the applicants need to gather the following information:

- Name and contact for each preschool provider within the district boundaries;
- The agency regulating each preschool provider;
 - Department of Human Service (DHS) Licensed Childcare or Preschool
 - DHS Registered Child Development Home
 - DE approved district administered preschool, and prekindergarten programs
- The types of standards regulating these preschool programs;
 - National Association for the Education of Young Children (NAEYC)
 - Head Start Program Performance Standards
 - Iowa Quality Preschool Program Standards (QPPS)
 - None
 - Other
- The availability of an appropriately licensed teacher;
- The number of four-year-old children currently attending the program; and
- The number of eligible four-year-old children (on or before September 15, 2009) for the upcoming school year.

Instructions: Community Assets and Needs for Providing Quality Preschool Programming Narrative

The applicant will address several components describing community assets and needs in providing quality preschool programming. In HF 877, addressing the needs of four-year-old children in poverty was prioritized. Therefore, applicants will describe how the proposed collaborative preschool program will address children in poverty. Community demographic information is necessary in order to determine the needs of the community including significant characteristics and/or changes in the community's demographics.

The Applicant will describe the community's current availability of preschool programming within the school district and unmet needs for providing a quality preschool program (as evidenced by meeting National Association for the Education of Young Children Program Standards and Criteria, Iowa Quality

Preschool Program Standards or Head Start Program Performance Standards). This information will assist the applicant in addressing how the comprehensive preschool plan expands current capacity and barriers to implementation of a voluntary preschool program for four-year-old children.

Using the information collected on the Analysis of Preschool Data Forms the applicant will provide a description of preschool programming including partnering agencies providing preschool, sites where services are provided and the program plan being used to implement the preschool program. The applicant will describe how children in the preschool program will participate with minimal disruption. Clearly label each section of the narrative to indicate the topic being described.

Note: Applicants will address question 16 by recording their 2008-2009 1st-6th Grade Free/Reduced Lunch Percent on the Cover Page of the Application. The 2008-2009 1st-6th Grade Free/Reduced Lunch Percent Chart can be found on page 45 of the Technical Assistance Guidance Manual.

Criteria for Scoring:

8. What evidence is provided that the applicant will give enrollment priority to serve four-year-old children in poverty?
9. What evidence is provided that the applicant has analyzed demographics, significant characteristics and/or changes in the community?
10. What evidence is provided that the applicant has analyzed and addressed the current availability of general education preschool programming to serve four-year-old children within the school district boundaries?
11. What evidence is provided that the applicant has addressed nonexistent general education preschool opportunities within the school district boundaries to serve four-year-old children?
12. What evidence is provided that the applicant has addressed the unmet needs for providing quality general education preschool programming for four-year-old children?
13. What evidence is provided that the applicant has described current preschool programming in the community including a description of partnering agencies providing preschool, sites where services are provided, and the program plan being used to implement the preschool program?
14. What evidence is provided that the applicant has addressed prior barriers in implementation of the general education preschool program for four-year-old children?
15. What evidence is provided that the applicant describes how children will participate in general education preschool programming with minimal disruption?
16. What evidence is provided that applicant has a high percent of children in poverty as indicated by the percent of children who qualify for free and reduced priced meals?

For additional information see the Technical Assistance Guidance Manual for the Application for Statewide Voluntary Preschool Program for Four-Year-Old Children – Collaboration: Community Partners and Relationships. Technical Assistance Guidance Manual is posted on the Department website. ALL APPLICANTS ARE HIGHLY ENCOURAGED TO REVIEW THIS GUIDANCE.

F. Site and Classroom Information Forms (Required, Not Scored)

The purpose of the Site and Classroom Information Form(s) is to assist the school district in describing a plan for implementing a collaborative four-year-old preschool model(s) to meet the needs of the community. Logistical information for the preschool program is reported in the Site and Classroom Information Forms. Applicants must complete the two (2) forms: 1) Site Information Form, and 2) Classroom Information Form.

Instructions: Site Information Form

Applicants will complete all information, as applicable, on the Site Information Form. The Site Information Form is completed for each preschool location, e.g., a childcare center, Head Start, private preschool or school district building. If multiple sites are included in the application, please duplicate this form and complete one for each site. The Site Information Form for each building should include both the Classroom Information Form and Narrative for every session contained at that site. Site options are described in the table below.

	Employer of Licensed Teacher	Site Location
Option 1	District	District Building
(See Application Form F-1)		<ul style="list-style-type: none"> • District ECSE (Early Childhood Special Education) • District preschool • Head Start • Shared Visions
Option 2	Community Childcare Center	Community Childcare Center
(See Application Form F-2)		<ul style="list-style-type: none"> • Childcare Center • Nonpublic/Faith-Based School • Community Preschool • Head Start • Shared Visions
Option 3	District	District Program in Community Site
(See Application Form F-3)		<ul style="list-style-type: none"> • Childcare Center • Nonpublic/Faith-Based School • Community Preschool • Head Start • Shared Visions

Instructions: Classroom Information Form

Applicants will complete the Classroom Information Form for each session of preschool. Each group of children is considered a “class” and constitutes one session. For example, one classroom with an a.m. session and a p.m. session would count as two sessions. If multiple sessions are included in the application, please duplicate this form and complete one for each session to accompany the Site Information Form. If the applicant is providing or contracting to provide preschool in multiple buildings, the Classroom Information Form(s) follow the appropriate Site Information Form.

For additional information see the Technical Assistance Guidance Manual for the Application for Statewide Voluntary Preschool Program for Four-Year-Old Children – Site and Classroom Information Form. The Technical Assistance Guidance Manual will be posted on the Department website. ALL APPLICANTS ARE HIGHLY ENCOURAGED TO REVIEW THIS GUIDANCE.

G. Preschool Budget Form (Required, Not Scored)

Preschool Budget Form: *The applicant will provide budget and funding information for expenditures of anticipated appropriated funds by completing the Preschool Budget Form.*

Instructions for the Preschool Budget Form Part One:

- The Applicant's potential funding is based on estimated eligible four-year old enrollment count and will equal the K-12 per pupil allotment, multiplied by 60 percent, pending approval of the State Fiscal Year Budget. (The 2008-2009 appropriation was \$3,328.00 per eligible four-year-old. The 2009-2010 appropriation will be determined pending legislative decisions regarding allowable growth.) The final budget amount for successful applicants will be determined by the Grant Enrollment Count submitted September 2009.
- The categories for description of expenses need not all be funded (some categories may be \$0).
- The funding shall be used to supplement, not supplant, existing federal and state funding for preschool programming.
- If the estimated eligible four-year-old enrollment count, as entered on the Cover Page, exceeds seventy percent (70%) of the average kindergarten enrollment over the last three school years, the district must provide a statement of justification indicating the reason for the anticipated enrollment. The statement of justification should be placed in the Appendix of the Application.
- If the budget indicates administrative costs, a budget justification must be included describing the need for additional administrative time. The statement of justification should be placed in the Appendix of the Application. Districts may not supplant administrative costs.

Instructions for the Preschool Budget Form Part Two:

Applicants will complete all information, as applicable, on the Preschool Budget Form Part Two. The Preschool Budget Form is completed for each site location option. The options on the Preschool Budget Form should align with the options indicated on the Site Information Form (Section III, Part F). Additional lines may be added to each site location option as needed to reflect the multiple sites and partners. The estimated budget for each option may not exceed the total budget requested on the Preschool Budget Form, Part One.

For each site location option (e.g., Option 1, District; Option 2, Community Childcare Center; Option 3, District Program at Community Site), the applicant may estimate the total budget for that location to support the program through teacher, materials, or professional development. It is not necessary to break down the budget for specific expenditures; however, a total amount for each building or partner is required in the column titled *Estimate Total Budget Allocated to Each Partner*. Other costs and supports, such as transportation, will be reflected on the Preschool Budget Form, Part One.

Note: Funds allocated to partners should reflect direct costs related to specific needs in order to support quality preschool programming and should not be based on individual student costs. The Application Grant funds are generated based on child count. The district's preschool budget is based on needs to provide a quality preschool program.

For additional information see the Technical Assistance Guidance Manual for the Application for the Statewide Voluntary Preschool Program for Four-Year-Old Children – Preschool Budget Form. The Technical Assistance Guidance Manual will be posted on the Department website. **ALL APPLICANTS ARE HIGHLY ENCOURAGED TO REVIEW THIS GUIDANCE.**

SECTION IV

Scoring

**Rubric of Scoring Criteria for the
Statewide Voluntary Preschool Program for Four-Year-Old Children Application**

Note: District must meet application instruction and format submission requirements described in Section III, Instructions, page 19.

Community Partners and Collaborative Relationships (56 Points)

1. What evidence has applicant provided documenting methods of communication with the applicable community partners?

8 Points (Extensive/Strong)	6 Points (Acceptable)	4 Points (Minimally Acceptable)	2 Points (Weak)	0 Points (No Evidence)
1. Evidence of communication methods to engage stakeholders from at least 8 of the Categories of Required Community Partners.	1. Evidence of communication methods to engage stakeholders from at least 6 of the Categories of Required Community Partners.	1. Evidence of communication methods to engage stakeholders from at least 4 of the Categories of Required Community Partners.	1. Evidence of communication methods to engage stakeholders from at least 2 of the Categories of Required Community Partners.	No evidence.

2. Extent to which the applicant has created partnerships among early care, health and education providers and community partners to support the implementation of general education preschool programming for four-year-olds including implementing supports to meet the diverse needs of children and their families.

8 Points (Extensive/Strong)	6 Points (Acceptable)	4 Points (Minimally Acceptable)	2 Points (Weak)	0 Points (No Evidence)
2. Relationships and partnerships were created to support the implementation of the preschool program as evidenced by: <ul style="list-style-type: none"> ▫ Involvement of at least 6 of the Categories of Required Community Partners. ▫ Letters of support from 80 – 100% of the Existing Partners. 	2. Relationships and partnerships were created to support the implementation of the preschool program as evidenced by: <ul style="list-style-type: none"> ▫ Involvement of at least 4 of the Categories of Required Community Partners. ▫ Letters of support from 41-79% of the Existing Partners. 	2. Relationships and partnerships were created to support the implementation of the preschool program as evidenced by: <ul style="list-style-type: none"> ▫ Involvement of at least 3 of the Categories of Required Community Partners. ▫ Letters of support from 21 - 40% of the Existing Partners. 	2. Relationships and partnerships were created to support the implementation of the preschool program as evidenced by: <ul style="list-style-type: none"> ▫ Involvement of at least 2 of the Categories of Required Community Partners. ▫ Letters of support from 10 - 20% of the Existing Partners. 	No evidence.

3. What evidence is provided that the applicant has developed ongoing relationships with community partners to provide quality preschool programming?

8 Points (Extensive/Strong)	6 Points (Acceptable)	4 Points (Minimally Acceptable)	2 Points (Weak)	0 Points (No Evidence)
3. Meetings with community partners regarding preschool programming held prior to and during present school year as evidenced by meeting agendas, meeting participants and meeting minutes.	3. Meetings with community partners regarding preschool programming held between January though June of present school year as evidenced by meeting agendas, meeting participants and meeting minutes.	3. Meetings with community partners regarding preschool programming held between April though June of present school year as evidenced by meeting agendas, meeting participants and meeting minutes.	3. Meetings with community partners regarding preschool programming held during May or June of present school year as evidenced by meeting agendas, meeting participants and meeting minutes.	No evidence.

4. What evidence is provided that the applicant has linked with existing interagency, community-wide strategies to maintain a comprehensive, integrated early care, health and education system?

8 Points (Extensive/Strong)	6 Points (Acceptable)	4 Points (Minimally Acceptable)	2 Points (Weak)	0 Points (No Evidence)
4. Linkage with 4 or more interagency, community-wide groups or boards building or maintaining a comprehensive, integrated early care, health and education system.	4. Linkage with 3 interagency, community-wide groups or boards building or maintaining a comprehensive, integrated early care, health and education system.	4. Linkage with 2 interagency, community-wide groups or boards building or maintaining a comprehensive, integrated early care, health and education system.	4. Linkage with 1 interagency, community-wide group or board building or maintaining a comprehensive, integrated early care, health and education system.	No evidence.

5. What evidence is provided that the applicant has utilized various outreach efforts or strategies to engage diverse populations reflective of the community and families of young children?

8 Points (Extensive/Strong)	6 Points (Acceptable)	4 Points (Minimally Acceptable)	2 Points (Weak)	0 Points (No Evidence)
5. Evidence of 5 to 6 methods of outreach efforts utilized to engage the participation of diverse populations reflective of the community.	5. Evidence of 3 to 4 methods of outreach efforts utilized to engage the participation of diverse populations reflective of the community.	5. Evidence of 2 methods of outreach efforts utilized to engage the participation of diverse populations reflective of the community.	5. Evidence of 1 method of outreach effort utilized to engage the participation of diverse populations reflective of the community.	No evidence.

6. What evidence is provided that the applicant has used a variety of methods to involve families in the design and development of the application?

8 Points (Extensive/Strong)	6 Points	4 Points (Minimally Acceptable)	2 Points (Weak)	0 Points (No Evidence)
6. 6 or more methods were used to involve parents/families in the development of the application of the preschool program.	6. 4 to 5 methods were used to involve parents/families in the development of the application of the preschool program.	6. 3 methods were used to involve parents/families in the development of the application of the preschool program.	6. 1 or 2 methods were used to involve parents/families in the development of the application of the preschool program.	No evidence.

7. What evidence is provided that the applicant has made provisions for ongoing involvement of families in general education preschool programming?

8 Points (Extensive/Strong)	6 Points (Acceptable)	4 Points (Minimally Acceptable)	2 Points (Weak)	0 Points (No Evidence)
<p>7. Parents/families are involved in the implementation and evaluation of the preschool program as evidenced by all of the following descriptions:</p> <ul style="list-style-type: none"> ▫ Learn about and understand families involved in the preschool program ▫ Exchanging information between staff and families ▫ Nurturing families as advocates for their children and the preschool program ▫ Involvement in the design and implementation of program evaluation ▫ How the program will conduct the required home visits, family night and 2 family-teacher conferences 	<p>7. Parents/families are involved in the implementation of the preschool program as evidenced by 3 of the following descriptions:</p> <ul style="list-style-type: none"> ▫ Learn about and understand families involved in the preschool program ▫ Exchanging information between staff and families ▫ Nurturing families as advocates for their children and the preschool program ▫ Involvement in the design and implementation of program evaluation ▫ How the program will conduct the required home visits, family night and 2 family-teacher conferences 	<p>7. Evidence exists that parents/families are involved in the implementation of the preschool program as evidenced by 2 of the following descriptions:</p> <ul style="list-style-type: none"> ▫ Learn about and understand families involved in the preschool program ▫ Exchanging information between staff and families ▫ Nurturing families as advocates for their children and the preschool program ▫ Involvement in the design and implementation of program evaluation ▫ How the program will conduct the required home visits, family night and 2 family-teacher conferences 	<p>7. Evidence exists that parents/families are involved in the implementation of the preschool program as evidenced by 1 of the following descriptions:</p> <ul style="list-style-type: none"> ▫ Learn about and understand families involved in the preschool program ▫ Exchanging information between staff and families ▫ Nurturing families as advocates for their children and the preschool program ▫ Involvement in the design and implementation of program evaluation ▫ How the program will conduct the required home visits, family night and 2 family-teacher conferences 	No evidence.

Community Assets and Needs for Providing Quality Preschool Programming (128 Points)
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8. What evidence is provided that the applicant will give enrollment priority to serve four-year-old children in poverty?

8 Points (Extensive/Strong)	6 Points (Acceptable)	4 Points (Minimally Acceptable)	2 Points (Weak)	0 Points (No Evidence)
8. Priority to serve four-year-old children in poverty (130% of Federal Poverty level) is evident in the application.				No evidence.

9. What evidence is provided that the applicant has analyzed demographics, significant characteristics and/or changes in the community?

8 Points (Extensive/Strong)	6 Points (Acceptable)	4 Points (Minimally Acceptable)	2 Points (Weak)	0 Points (No Evidence)
9. Provides an extensive level of analysis and description of the community assets and needs in all of the following areas: <ul style="list-style-type: none"> ▫ Significant characteristics of the community; ▫ Demographics of the community; and/or ▫ Any changes in the community's demographics. 	9. Provides a moderate level of analysis and description of the community assets and needs in all of the following areas: <ul style="list-style-type: none"> ▫ Significant characteristics of the community; ▫ Demographics of the community; and/or ▫ Any changes in the community's demographics. 	9. Provides a limited level of analysis and description of the community assets and needs in all of the following areas: <ul style="list-style-type: none"> ▫ Significant characteristics of the community; ▫ Demographics of the community; and/or ▫ Any changes in the community's demographics. 	9. Provides a minimal level of analysis and description of the community assets and needs in all of the following areas: <ul style="list-style-type: none"> ▫ Significant characteristics of the community; ▫ Demographics of the community; and/or ▫ Any changes in the community's demographics. 	No evidence.

10. What evidence is provided that the applicant has analyzed and addressed the current availability of general education preschool programming to serve four-year-old children within the school district boundaries?

8 Points (Extensive/Strong)	6 Points (Acceptable)	4 Points (Minimally Acceptable)	2 Points (Weak)	0 Points (No Evidence)
10. Provides evidence of an extensive level of analysis of current availability of general education and other federal and state preschool programming.	10. Provides evidence of a moderate level of analysis of current availability of general education and other federal and state preschool programming.	10. Provides a limited analysis of current availability of general education and other federal and state preschool programming.	10. Provides a minimal analysis of current availability of general education and other federal and state preschool programming.	No evidence.

11. What evidence is provided that the applicant has addressed nonexistent general education preschool opportunities within the school district boundaries to serve four-year-old children?

8 Points (Extensive/Strong)	6 Points (Acceptable)	4 Points (Minimally Acceptable)	2 Points (Weak)	0 Points (No Evidence)
11. Applicant's plan to provide voluntary preschool program for four-year-old children addresses the lack of existing general education preschool programming within the school district's boundaries.				Opportunities already exist.

12. What evidence is provided that the applicant has addressed the unmet needs for providing quality general education preschool programming for four-year-old children?

16 Points (Extensive/Strong)	12 Points (Acceptable)	8 Points (Minimally Acceptable)	4 Points (Weak)	0 Points (No Evidence)
12. The unmet needs of quality programming are extensively described and will be fully addressed in the preschool program.	12. The unmet needs of quality programming are extensively described and moderately addressed in the preschool program.	12. The unmet needs of quality programming are described and partially addressed in the preschool program plan.	12. The unmet needs of quality programming are described but inadequately addressed in the preschool program plan.	No evidence.

13. What evidence is provided that the applicant has described current preschool programming in the community including a description of partnering agencies providing preschool, sites where services are provided, and the program plan being used to implement the preschool program?

16 Points (Extensive/Strong)	12 Points (Acceptable)	8 Points (Minimally Acceptable)	4 Points (Weak)	0 Points (No Evidence)
13. The applicant has extensively described current preschool programming in the community including a description of partnering agencies providing preschool, sites where services are provided, and the program plan being used to implement the preschool program.	13. The applicant has acceptable description of current preschool programming in the community including a description of partnering agencies providing preschool, sites where services are provided, and the program plan being used to implement the preschool program.	13. The applicant has some description of current preschool programming in the community including a description of partnering agencies providing preschool, sites where services are provided, and the program plan being used to implement the preschool program.	13. The applicant has minimally described current preschool programming in the community including a description of partnering agencies providing preschool, sites where services are provided, and the program plan being used to implement the preschool program.	No evidence.

14. What evidence is provided that the applicant has addressed prior barriers in implementation of the general education preschool program for four-year-old children?

16 Points (Extensive/Strong)	12 Points (Acceptable)	8 Points (Minimally Acceptable)	4 Points (Weak)	0 Points (No Evidence)
14. The barriers to implementation are extensively described and will be fully addressed in the general education preschool program.	14. The barriers to implementation are extensively described and moderately addressed in the general education preschool program.	14. The barriers to implementation are described and partially addressed in the general education preschool program plan.	14. The barriers to implementation are described but inadequately addressed in the general education preschool program plan.	No evidence.

15. What evidence is provided that the applicant describes how children will participate in general education preschool programming with minimal disruption?

16 Points (Extensive/Strong)	12 Points (Acceptable)	8 Points (Minimally Acceptable)	4 Points (Weak)	0 Points (No Evidence)
15. There is extensive evidence provided that consistency and routine is structured to provide minimal disruption of the program day.	15. There is moderate evidence provided that consistency and routine is structured to provide minimal disruption of the program day.	15. There is minimal evidence provided that consistency and routine is structured to provide minimal disruption of the program day.	15. There is some evidence provided that consistency and routine is structured to provide minimal disruption of the program day, but the evidence is inadequate.	15. No evidence that minimal disruption is addressed.

16. What evidence is provided that applicant has a high percent of children in poverty as indicated by the percent of children who qualify for free and reduced priced meals?

32 Points (Extensive/Strong)	24 Points (Acceptable)	16 Points (Minimally Acceptable)	8 Points (Weak)	0 Points (No Evidence)
16. School district free and reduced lunch percent is greater than 67.6%.	16. School district free and reduced lunch percent is between 35.1% and 67.5%.	16. School district free and reduced lunch percent is between 17.6% and 35%	16. School district free and reduced lunch percent is equal to or less than 17.6%.	16. N/A

SECTION V

Application Form

SECTION V – APPLICATION FORM

Refer to Section III for Instructions for Writing the Application.

For additional information, see the Technical Assistance Guidance Manual for the Application for the Statewide Voluntary Preschool Program for Four-Year-Old Children. The Technical Assistance Guidance Manual is posted on the Department website. ALL APPLICANTS ARE HIGHLY ENCOURAGED TO REVIEW THIS GUIDANCE

A. COVER PAGE (Required, Not Scored Except for 1st-6th Grade Free/Reduced Lunch Percent)		
For DE Use Only As of October 2008 count date (To be used in the event that there is insufficient funding for all eligible applications): Size of District: ___ Small ___ Medium ___ Large Prior three years of kindergarten enrollment: ___ 2008-2009 ___ 2007-2008 ___ 2006-2007 3 year average: _____	STATEWIDE VOLUNTARY PRESCHOOL PROGRAM FOR FOUR-YEAR-OLD CHILDREN	For DE Use Only Date Application Received or Postmarked: _____
	Applications must be postmarked or delivered by 4:30 p.m. on March 30. Hard copies can be mailed or delivered to: MaLinda Hugh-Reynolds, Secretary Iowa Department of Education Early Childhood Services Bureau Grimes State Office Building Third Floor Lobby 400 East 14th Street Des Moines, IA 50319-0146	

Applicant's Information			
Date of Application:		Estimated Application Funding Requested (See Budget Page):	
Name of District (Applicant):		Estimated Total Number of Eligible 4-Year-Old Children:	
Name of Superintendent:		1st-6th Grade Free/Reduced Lunch Percent: (Found on page 45 of the Technical Assistance Guidance Manual.)	
		Contact Person and for Application Questions:	
Address:		Address:	
City:	Zip:	City:	Zip:
Phone:		Phone:	
Email:		Email:	
Original Signature of Superintendent:		Original Signature or Board President/Designee:	
Stamped or electronic signature will not be accepted.		Stamped or electronic signature not will be accepted.	

B. Table of Contents (Required, Not Scored)	
A. Cover Page (Required, Not Scored Except for 1 st -6 th Grade Free/Reduced Lunch Percent)	
B. Table of Contents (Required, Not Scored)	
C. Assurances (Required, Not Scored)	
D. Community Partners and Collaborative Relationships (Scored – Total 56 Points)	
1. Collaboration: Community Partners and Commitment Form	
2. Collaboration: Community Partners and Relationships Narrative	
E. Community Assets and Needs for Providing Quality Preschool Programming (Scored – Total 128 Points)	
1. Analysis of Preschool Data Form	
2. Community Assets and Needs for Providing Quality Preschool Programming Narrative	
F. Site and Classroom Information (Required, Not Scored)	
1. Site Information Form(s)	
2. Classroom Information Form(s)	
G. Preschool Budget Form (Required, Not Scored)	
H. Appendix (Required and used in scoring E)	
1. Letters of Support	
2. Letters of Dissent	
3. Documentation of Stakeholder Involvement	
4. Other Descriptive Documents	

Additional descriptive reference documents may be included (for example map of school district, etc.). Include descriptive components in the Appendix and note on the Table of Contents – Appendix Section.

C. ASSURANCES (Required, Not Scored)**Part A: Nondiscrimination**

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, *et seq.*), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, *et seq.*). If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515/281-5295, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 N. Canal Street, Suite 1053, Chicago, IL 60606-7204.

Part B: Personnel

As the designated applicant agency representative, I certify that the Statewide Voluntary Preschool Program for Four-Year-Old Children will have an appropriately licensed teacher available for the program by October 1, 2009, to provide the instructional time to eligible children.

I further certify that the Statewide Voluntary Preschool Program for Four-Year-Old Children has or will have sufficient numbers of staff available for the preschool program.

Part C: Supplement, not Supplant

As the designated applicant agency representative, I certify that funds from the Statewide Voluntary Preschool Program for Four-Year-Old Children will be used to supplement, not supplant, other public funding received by the applicant school district as the result of the participation of any eligible children if funded from another state or federal sources such as Head Start, Shared Visions, or Community Empowerment. This restriction is applicable only for costs related to instructional time.

Part D: Integration of Other Preschool Programs

As the designated applicant agency representative, I certify that the Statewide Voluntary Preschool Program for Four-Year-Old Children will make provisions for the integration of children from other state and federally funded preschool programs including Head Start, Special Education, Title 1, Shared Visions Preschool and Community Empowerment.

Part E: Collaboration with Community

As the designated applicant agency representative, I certify that the Statewide Voluntary Preschool Program for Four-Year-Old Children was developed and will be carried out in active collaboration with families, community agencies, organizations, boards and other stakeholders.

Part F: Fiscal Accountability

As the designated applicant agency representative, I certify that the applicant assumes responsibility for the control of funds received under this application. It is acceptable to enter into a 28E agreement or contract with another agency to employ the teacher for the Statewide Voluntary Preschool Program for Four-Year-Old Children.

Part G: Program Accountability

As the designated applicant agency representative, I certify that the Statewide Voluntary Preschool Program for Four-Year-Old Children agrees to meet the program requirements specified in the administrative rules which indicates that each preschool classroom will adopt and meet the approved Preschool Program Standards that include NAEYC Program Standards and Accreditation Criteria, Head Start Program Performance Standards or the Iowa Quality Preschool Program Standards.

The preschool program will be operational by October 1, 2009. The preschool program will provide children with a minimum of ten (10) hours of instructional time delivered in accordance with curriculum and child standards.

I further certify that the applicant will provide an annual report to the Department regarding program requirements by the required date.

Part H: Evaluation and Data Collection

As the designated applicant agency representative, I certify that the Statewide Voluntary Preschool Program for Four-Year-Old Children agrees to collect data on the performance measures specified in the administrative rules and any additional data that will be necessary for the evaluation of the preschool program, as may be required by the Department.

Part I: Program Site

As the designated applicant agency representative, I certify that the Statewide Voluntary Preschool Program for Four-Year-Old Children will take place in an adequate and appropriate space and an accessible facility.

Part J: Public Access to the Application

As the designated applicant agency representative, I certify that this application has been made available for public access.

Part K: Preschool Program Standards Met in One Year (Only applicable if a classroom does not meet program standards currently)

As the designated applicant agency representative, I certify that each preschool classroom will address the implementation of the required Preschool Program Standards.

The applicant agrees to meet with staff at the Department upon request.

Certification: As the authorized representative of the applicant agency, and on behalf of the Statewide Voluntary Preschool Program for Four-Year-Old Children, I agree to fulfill all of the above agreements and conditions. In addition, I certify that the local education agency agrees to collect and share with the Department and community partners the performance measures data that will be necessary for the evaluation of the Statewide Voluntary Preschool Program for Four-Year-Old Children. I further certify that the school district agrees to continue ongoing collaborative community partnerships to maintain the proposed application preschool plans.

Applicant District Name: _____

☐ My district has reviewed and followed application instructions and format submission requirements (Section III, Instructions, Page 19 of the Application Packet).

Signature stamps and electronic signatures will not be accepted.

Original signature of district representative on behalf of the Statewide Voluntary Preschool Program for Four-Year-Old Children: _____ Date: _____

Signature stamps and electronic signatures will not be accepted.

Original signature of School Board President/Designee on behalf of the Statewide Voluntary Preschool Program for Four-Year-Old Children: _____ Date: _____

D. COMMUNITY PARTNERS AND COLLABORATIVE RELATIONSHIPS
(Scored – Total 56 Points)

*The Community Partners and Collaborative Relationships section involves the completion of: 1) Collaboration: Community Partners and Commitment Form, and 2) a narrative. The Collaboration: Community Partners and Commitment Form is used to verify the process and involvement of partners in developing the application. In the narrative, the applicant describes the collaborative process partners used to develop a plan to offer preschool programming. **The Community Partners and Collaborative Relationships narrative is limited to six pages.***

The Letters of Support from community partners and documentation of the involvement of multiple community stakeholders, such as meeting minutes and collaboration agreements, are to be included in the Appendix.

Collaboration: Partners and Commitment Form

Do not delete or change any of the “Categories of Applicable Community Partners” in the left column of this form. Additional lines may be added as necessary. Check the boxes (☐) provided to indicate which partners plan to collaborate with the district to provide Statewide Voluntary Preschool for Four-Year-Old Children at their sites.

List all partners in your district.

Categories of Applicable Community Partners <i>*Required Partners</i>	Name of Applicable Community Partners by Category. Put N/A if not applicable or not available in the community (add rows as necessary for each category)	Communication Method Used to Engage Community Partners (write in method)	Letter of Support or Dissent for Application <i>Write the date of the letter in the appropriate box below</i>	
			Support/Date	Dissent/Date
Parents *				
Area Education Agency *				
Community Empowerment Area Board *				
Head Start *	☐			
Human Services *				
Public Health *				
Business Representatives *				
Shared Visions	☐			
Other School Districts				

Categories of Applicable Community Partners <i>*Required Partners</i>	Name of Applicable Community Partners by Category. Put N/A if not applicable or not available in the community (add rows as necessary for each category)	Communication Method Used to Engage Community Partners (write in method)	Letter of Support or Dissent for Application <i>Write the date of the letter in the appropriate box below</i>	
			Support/Date	Dissent/Date
All Accredited Nonpublic Schools, including Faith-Based Representatives in The Community	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
Childcare Resource and Referral				
Economic Development				
All Licensed Childcare Centers in the Community	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
All Registered Child Development Homes in the Community				
Other				

2. Community Partners and Collaborative Relationships Narrative is limited to six pages. See criteria questions in Section III. Describe the process of building community relationships, including families and diverse populations, and the plan for ongoing maintenance for these relationships. Clearly label each section of the narrative to indicate which topic from Section III is being described.

E. COMMUNITY ASSETS AND NEEDS FOR PROVIDING QUALITY PRESCHOOL PROGRAMMING (Scored – Total 128 Points)

Community Assets and Needs Providing Quality Preschool Programming: *The Community Assets and Needs for Providing Quality Preschool Programming section involves the completion of the Analysis of Preschool Data Form 1 and Form 2. The Analysis of Preschool Data Form 1 and Form 2 are used to identify the preschool program options and the program standard implemented. The collection and analysis of this information will assist the school district and community partners in identifying the existing capacity for providing quality preschool programming and the need to implement additional model(s) addressing the unmet needs. Additionally, the district will use these forms to calculate a reasonable estimate of the number of eligible four-year-olds for the enrollment count to be placed on the Cover Page of the Application. The applicants will write a narrative to describe the community assets and needs, an analysis of specific data, community characteristics and the plan to address the unmet needs for preschool programming. The Community Assets and Needs Narrative is limited to six pages. See criteria questions in Section III.*

Analysis of Preschool Data Form 1

To accurately estimate the number of eligible children, districts need to analyze the information collected on the Analysis of Preschool Data Forms in comparison to the district's kindergarten enrollment trend data.

Kindergarten enrollment for 2008-2009 _____

Kindergarten enrollment for 2007-2008 _____

Kindergarten enrollment for 2006-2007 _____

Three year average _____*

*If the estimated eligible four-year-old enrollment count, as entered on the Cover Page, exceeds seventy percent (70%) of the average kindergarten enrollment over the last three school years, the district must provide a statement of justification indicating the reason for the anticipated enrollment. The statement of justification should be placed in the Appendix of the Application.

Include School District-Operated Programs in Analysis of Preschool Data Forms 1 and 2.

Applicants must submit both Form 1 and Form 2 of the Analysis of Preschool Data Form with the Application.

Name of Program/ Contact Person	Regulated by: (Please indicate one.)			Program Standards (Please indicate one.)					BOEE Licensed Teacher Y or N	Number of Four –Year- Olds Attending the Program	*Number of Eligible Children (who are 4 on or before September 15 of school year)
	DHS Licensed	DHS Registered Child Development Home	DE	NAEYC	Head Start	QPPS	Other	None			
Licensed Childcare											
Tuition Based Preschool/Child Care											
Registered Child Development Homes											
Accredited Nonpublic or Faith-based Preschools											

*Count only those children eligible for the Statewide Voluntary Preschool Program during the grant application year.

Analysis of Preschool Data Form

Include School District-Operated Programs in Analysis of Preschool Data Forms 1 and 2.
Applicants must submit both Form 1 and Form 2 of the Analysis of Preschool Data Form with the Application.

Name of Program/ Contact Person	Regulated by: (Please indicate one.)			Program Standards (Please indicate one.)					BOEE Licensed Teacher Y or N	Number of Four-Year- Olds Attending the program	*Number of Eligible Children (who are 4 on or before September 15 of school year)
	DHS Licensed	DHS Registered Child Development Home	DE	NAEYC	Head Start	QPPS	Other	None			
Head Start											
Even Start											
Title I											
Shared Visions Programs											
**Early Childhood Special Education (ECSE) <i>Children with a support only IEP are eligible for Statewide Voluntary Preschool Funding</i>											

*Count only those children eligible for the Statewide Voluntary Preschool Program during the grant application year.

**Support only IEPs provide Speech, Physical, Occupational, Psychological, or Social Services only.

3. Community Assets and Needs Narrative

The Community Assets and Needs Narrative is limited to six pages. See criteria questions in Section III. Describe the community's current availability of preschool programming within the school district and unmet needs for providing a quality preschool program (as evidenced by meeting NAEYC Standards, Iowa Quality Preschool Program Standards or Head Start Program Performance Standards). This information will assist the applicant in addressing how the plan expands current capacity and barriers to implementation of a voluntary preschool program for four-year-old children. Applicant will describe how children in the preschool program will participate with minimal disruption. Clearly label each section of the narrative to indicate which topic from Section III is being described.

F. SITE AND CLASSROOM INFORMATION FORMS (Required, Not Scored)

SITE INFORMATION FORM F-1

Complete this form for each site/location where the Statewide Voluntary Preschool Program for Four-Year-Old Children are being implemented, indicating Option 1, Option 2, or Option 3 for each site.

	Employer of Licensed Teacher	Site Location
Option 1 (Definition)	District	District Building <ul style="list-style-type: none"> ○ District ECSE ○ District preschool ○ Head Start ○ Shared Visions

Option 1: District Building

Name of School Building:	Building Number:	Childcare Center License Number, if applicable:
Administrator:	Title:	Email:
Address:		City/Zip:
Total number of preschool sessions serving eligible four-year-olds at this site: (Applicants will complete the Classroom Information Form for each session of preschool. Each group of children is considered a "class" and constitutes one session. For example, one classroom with an a.m. session and a p.m. session would count as two sessions.)		Estimated number of eligible four-year-olds to be served at this site:

***Note.** An approved local program must enroll eligible four-year-old children in the preschool program by October 1 of the grant year or the first Monday in October (if October 1 falls on a Saturday or Sunday) in order to generate the Preschool Foundation Aid for the subsequent year.

SITE INFORMATION FORM F-2

Complete this form for each site/location where the Statewide Voluntary Preschool for Four-Year-Old Children is being implemented, indicating Option 1, Option 2, or Option 3 for each site.

	Employer of Licensed Teacher	Site Location
Option 2 (Definition)	Community Childcare Center	Community Childcare Center <ul style="list-style-type: none"> ○ Childcare Center ○ Nonpublic/Faith-Based School ○ Community Preschool ○ Head Start ○ Shared Visions

Option 2: Community Childcare Center

Name of Childcare Center:		Childcare Center License Number, if applicable:
On-site Administrator:	Title and Qualifications:	Email:
Address:		City/Zip:
District Administrator:	Title:	Email:
Address:		City/Zip:
Total number of preschool sessions serving eligible four-year-olds at this site: (Applicants will complete the Classroom Information Form for each session of preschool. Each group of children is considered a “class” and constitutes one session. For example, one classroom with an a.m. session and a p.m. session would count as two sessions.)		Estimated number of eligible four-year-olds to be served at this site:

***Note. An approved local program must enroll eligible four-year-old children in the preschool program by October 1 of the grant year or the first Monday in October (if October 1 falls on a Saturday or Sunday) in order to generate the Preschool Foundation Aid for the subsequent year.**

SITE INFORMATION FORM F-3

Complete this form for each site/location where the Statewide Voluntary Preschool for Four-Year-Old Children is being implemented, indicating Option 1, Option 2, or Option 3 for each site.

Employer of Licensed Teacher		Site Location
Option 3 (Definition)	District	District Program in Community Site <ul style="list-style-type: none"> ○ District ECSE ○ District preschool ○ Head Start ○ Shared Visions

Option 3: District Program in Community Site

Name of Childcare Center:		Childcare Center License Number, if applicable:
On-site Administrator:	Title and Qualifications:	Email:
Address:		City/Zip:
District Administrator:	Title:	Email:
Total number of preschool sessions serving eligible four-year-olds at this site: (Applicants will complete the Classroom Information Form for each session of preschool. Each group of children is considered a “class” and constitutes one session. For example, one classroom with an a.m. session and a p.m. session would count as two sessions.)		Estimated number of eligible four-year-olds to be served at this site:

***Note.** An approved local program must enroll eligible four year-old children in the preschool program by October 1 of the grant year or the first Monday in October (if October 1 falls on a Saturday or Sunday) in order to generate the Preschool Foundation Aid for the subsequent year.

CLASSROOM INFORMATION FORM

Complete this form for each classroom funded by the Statewide Voluntary Preschool Program for Four-Year-Old Children. (If there is more than one classroom, please duplicate this form and complete one for every classroom at each site.)

Name of Site:		
Name of Licensed Teacher (<i>If known</i>):	Teacher's Endorsement(s):	Teacher's BOEE License Folder Number:
Number of Staff in Classroom, Excluding Licensed Teacher:	Name of Curriculum:	
	Name of Child Assessment:	
Classroom's Start Date to End Date:	Daily Start Time to End Time:	Number of Days/Week:
Total number of hours per week funded by the Statewide Voluntary Preschool Program for Four-Year-Old Children (<i>Required minimum is ten hours/week/session</i>):		
Total* number of eligible four-year-old children estimated to be served in this classroom:	Anticipated class size (include ALL children to be served in this classroom): _____ ECSE _____ Head Start _____ Title I _____ Shared Visions *Not to exceed 20 children.	
Place a checkmark in one of the two columns below, as applicable:		
Classroom currently meets the following program standards (Choose only one):	Classroom does not currently meet program standards, but will implement the following program standards within one year (Choose only one):	
_____ National Association for the Education of Young Children Accredited Program	_____ National Association for the Education of Young Children Accredited Program	
_____ Head Start Program Performance Standards	_____ Head Start Program Performance Standards	
_____ Iowa Quality Preschool Program Standards	_____ Iowa Quality Preschool Program Standards	

G. PRESCHOOL BUDGET FORM (Required, Not Scored)
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Preschool Budget Form, Part One: The Applicant's potential funding is based on estimated eligible four-year old enrollment count and will equal the K-12 per pupil allotment, multiplied by 60 percent, pending approval of the State Fiscal Year Budget. (The 2008-2009 appropriation was \$3,328.00 per eligible four-year-old. The 2009-2010 appropriation will be determined pending legislative decisions regarding allowable growth.) **If the estimated eligible four-year-old enrollment count, as entered on the Cover Page, exceeds seventy percent (70%) of the average kindergarten enrollment over the last three school years the district must provide a statement of justification in the Appendix of the Application.**

Description	Preschool Cost/Pupil	Number of Eligible Four-Year-Olds	Total Budget Request
Calculation of Total Receipts	\$3,328.00		\$
Description of Expenses			
Salaries			\$
Administrative Costs *			
Benefits			\$
Employee Travel			
Professional Development			\$
Supplies & Materials			
Equipment			\$
Contracted Services			\$
Transportation			\$
Total Expenses			\$

***Districts requesting funds to support administrative costs must include a budget justification below.**

Preschool Budget Form, Part Two: *The applicant will provide a list of all programs that will benefit from these funds, as well as the number of sites, types of supports planned, and an estimated budget to be provided to each site. The applicant will complete one budget form for each site location option.*

	Employer of Licensed Teacher	Site Location
Option 1 (Definition)	District	District Building <ul style="list-style-type: none"> ○ District ECSE ○ District preschool ○ Head Start ○ Shared Visions

List District Building/Partners	Indicate Number of Classrooms	Estimate the Budget in Each Area Below			Total Estimated Budget Allocated to Each Partner
		Teacher(s)	Materials	Professional Development	
Totals:					

	Employer of Licensed Teacher	Site Location
Option 2 (Definition)	Community Childcare Center	Community Childcare Center <ul style="list-style-type: none"> ○ Childcare Center ○ Nonpublic/Faith-Based School ○ Community Preschool ○ Head Start ○ Shared Visions

List District Building/Partners	Indicate Number of Classrooms	Estimate the Budget in Each Area Below			Total Estimated Budget Allocated to Each Partner
		Teacher(s)	Materials	Professional Development	
Totals:					

	Employer of Licensed Teacher	Site Location
Option 3 (Definition)	District	District Program in Community Site <ul style="list-style-type: none"> • District ECSE (Early Childhood Special Education) • District preschool • Head Start • Shared Visions

List District Building/Partners	Indicate Number of Classrooms	Estimate the Budget in Each Area Below			Total Estimated Budget Allocated to Each Partner
		Teacher(s)	Materials	Professional Development	
Totals:					